

## **RECYCLING AIDE**

**General Statement of Duties:** Performs a wide variety of semi-skilled tasks in the comprehensive city-wide Solid Waste Management Program; does related work as required.

**Distinguishing Features of the Class:** This is semi-skilled work in the city's solid waste management programs. Under general direction, employee must utilize initiative and judgment while maintaining good public relations. The work of this class is distinguished from Recycling Technician by the fact that the Recycling Aide is not responsible for development or implementation of recycling programs but assists in these programs as assigned. It is also distinguished by the absence of any special educational requirements.

### **Areas of Accountability:**

1. Assists in the implementation of Regional Collection Center (RCC). (Permanent Household Hazardous Waste Collection Program)
  - Directs traffic;
  - Hands out educational materials;
  - Helps patrons to fill out questionnaires/survey forms;
  - Shelves any household hazardous waste product that is deemed new or reusable;
  - Makes a record of any new or reusable household hazardous waste products.
2. Assists in the implementation of Paint Swap "N" Drop Program.
  - Removes paint/paint products from vehicles with products that weigh as much as 50 pounds;
  - Categorizes paint products as to latex or oil based; interior or exterior;
  - Shelves paint that is in good condition;
  - Separates paint products by color;
  - Operates paint can crusher to bulk paint into 50 gallon drums.
3. Assists in the implementation of Waste Oil Program
  - Removes used oil containers from residential vehicles with product weighing as much as 40 pounds;
  - Checks product for contamination; places product into waste oil tank;
  - Develops knowledge on proper usage and maintenance of waste oil burner.
4. Assists in implementation of Used Tire Program
  - Removes used tires from residential vehicles with tires weighing as much as 60 pounds;
  - Removes rims with rim crusher;
  - Stacks tires in semi-trailer.

5. Assists in implementation of Lead Acid Battery Program

- Removes lead acid batteries from residential vehicles with used batteries weighing much as 40 pounds;
- Places batteries on pallets.

6. Assists in implementation of Appliance Program

- Unloads appliances from residential vehicles with appliance dolly or skid loader;
- Loads appliances that have had Freon and capacitors removed into container with skid loader.

7. Assists in implementation of Drop-off Recycling Program

- Weighs containers/loads of recyclables;
- Sorts recyclables according to commodity, grade and type. ;
- Operates conveyor and horizontal baler;
- Loads and stacks baled material with skid loader/forklift.

8. Assists in implementation of Animal Bedding Program

- Sorts newsprint according to grade;
- Operates conveyor, shredder and baler;
- Stacks 60 pound bales;
- Loads bales onto customer's vehicle.

9. Assists in Tree Grinding Operation.

- Operates chain saw;
- Pushes tree debris up to tub grinder with loader;
- Loads mulch with loader into customer's vehicle;
- Pushes tree debris up to tub grinder with wheel loader/track loader.

10. Assists in Construction and Demolition Program

- Source separates useable wood, metal and other recyclables from non-recyclable materials;
- Loads non-recyclable material into containers with skid loader and/or loader.

11. Participates in the Electronics Recycling Program

- Unloads electronics from residential and commercial vehicles, by hand or with equipment;
- Loads collected electronics into containers for recycling.

12. Assists in the Glass Pulverizing Operation.

- Loads glass materials into Glass Pulverizer with wheel loader;
- Removes contamination from glass materials;
- Operates and maintains Glass Pulverizer.

13. Miscellaneous.

- Mows grounds utilizing small tractor with bush hog mower, garden tractor mower, push mower and motorized trimmer;
- Keeps proper records;
- Establishes and maintains proper public relations and education;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:** Basic knowledge of principles, methods, goals and objectives of solid waste management programs; basic knowledge of equipment, materials, and facility care and maintenance; ability to communicate effectively with general public.

**Acceptable Experience and Training:** Completion of a standard high school course or an equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities. Must have a valid Iowa's Drivers License with ability to obtain Class B CDL with air brake endorsement within 6 months of employment. Upon appointment must become a resident of Iowa.